APPLICATION INSTRUCTIONS
Thank you for your interest in the Marylhurst MBA program. We appreciate the effort you will put into your application, and we look forward to reading it. The Marylhurst MBA prepares students to be responsible leaders who aspire to a career in management. The curriculum is challenging, and graduate students are held to high performance standards.

REQUIRED MATERIALS
The Office of Admissions will process your application when it receives ALL the following items:

- Marylhurst University Application to the Master of Business Administration (MBA) program
- Non-refundable $50 application fee
- Official sealed transcripts from all colleges and universities attended
- Current résumé
- Two sealed letters of recommendation
- An Application Essay
- GMAT test scores, if required

For detailed information on required materials, please see Application Element Instructions section.

Send all materials to: Marylhurst University
Office of Admissions – Graduate Admissions
17600 Pacific Highway (Hwy. 43)
P.O. Box 261
Marylhurst, OR 97036-0261

Direct questions to: 503.699.6268 or 800.634.9982 ext. 6268
admissions@marylhurst.edu

APPLICATION DEADLINES AND POLICIES
Applications are accepted year round. Terms begin late September, early January, late March, and late June. Applications should be completed at least 2 weeks prior to the beginning of the quarter in order to be considered for enrollment that term. The Office of Admissions will forward your application to the department for review only after all required application materials are received. Final candidates will be invited for a personal interview. If you are accepted into the program, the department will send you a letter of acceptance, which you need to sign and return.

INTERNATIONAL APPLICANTS
Marylhurst University welcomes international applicants with appropriate academic background. There are also additional requirements specific to international applicants; for more information, please refer to the Admission of International Graduate Students, Proof of English Proficiency and Applicants with Foreign Transcripts sections of the Graduate Admissions catalog. Questions about the requirements and process of admissions for international applicants can be directed to the International Admissions Counselor at 503.699.6268 or at bjones@marylhurst.edu.

FINANCIAL AID
Financial aid is available for those who qualify. Financial aid applications are accepted year-round, but should be submitted at least 2 months before the first term begins. Applying earlier is recommended. Contact the Marylhurst Office of Financial Aid for more information at 503.699.6253 or email finaid@marylhurst.edu. Financial aid is not available for international students.
EQUAL OPPORTUNITY
Marylhurst University is committed to equal opportunity and equal treatment for all qualified individuals. The University will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law.

TECHNOLOGY REQUIREMENTS
MBA students are expected to be comfortable with PC technology and online learning. Students should have access to a PC with Windows XP (or a Macintosh with OS 10.4 or above), Microsoft Office XP, and a Hewlett-Packard HP10BII Financial Calculator. For more information, please refer to the current Marylhurst University Catalog.

APPLICATION ELEMENT INSTRUCTIONS

RECOMMENDATIONS
Two sealed recommendations are required. While there is no form to follow or complete, it is important for the recommender to clearly state who they are recommending, keep the recommendation to a page, and address the applicant’s strengths. Professional and academic references are preferred and at least one recommendation should be from a current or former employer. The recommender should seal the letter in an envelope, sign across the seal, and mail it directly to the Office of Admissions.

ESSAY
The essay should be 3 to 5 pages, double-spaced, in 12-point font and will help us understand your experiences, accomplishments, goals, and written communications skills. The essay is evaluated for content, organization and style. Please include your name on each page. The essay must answer the following:

1. Describe an important professional experience and what you learned from it.
2. Describe your life goals.
3. Describe how a Marylhurst MBA will help you achieve your goals.

GMAT SCORES
If you have fewer than 5 years of relevant work experience, or if your undergraduate GPA is below 3.00, please provide GMAT scores taken within the last 2 years. If you have not yet taken the GMAT, plan to take the test early, as it can take a few weeks for the results to reach us. For general information and test locations, visit http://www.mba.com/mba/thegmat.
Graduate Department of Business Studies
Application for Admission - Master of Business Administration (MBA)

Please include the $50 application fee by ☐ check/money order (enclosed) ☐ major credit card (below)

Credit Card # ___________________________________________ Expiration __________ Name _______________________

BIOGRAPHICAL INFORMATION (please print or type)

1. Legal Name: ____________________________________________
   Last ____________________________________________ First ____________________________________________ Middle
   ____________________________________________

2. Preferred Name __________________________________________

3. Please list all other names that may appear on transcripts: __________________________________________

4. Address
   Street ____________________________________________ City ____________________________________________ State __________ Zip Code __________
   Phone: ____________________________ ☐ Home ☐ Work ☐ Cell Phone: ____________________________ ☐ Home ☐ Work ☐ Cell
   Email ____________________________________________ Country: ____________________________

5. SSN: ____________________________ (Required for federal reporting) Date of Birth: __________ Sex: ☐ Female ☐ Male

6. Employer: ____________________________________________ Type of Business: ____________________________

7. Have you previously attended Marylhurst? ☐ No ☐ Yes Under what name? ____________________________________________

8. Have you previously applied to a Marylhurst graduate program? ☐ No ☐ Yes Under what name? ____________________________________________

9. Residence Status (choose one)
   ☐ US Citizen
   ☐ Non-US Citizen
   Country of Citizenship ____________________________
   ☐ US Permanent Resident

10. Race/Ethnicity Information
    (Complete for maximum scholarship consideration.)
    Are you Hispanic/Latino? ☐ Yes ☐ No
    Race (select one or more):
    ☐ White
    ☐ Black/African-American
    ☐ Asian
    ☐ American Indian or Alaska Native
    ☐ Native Hawaiian or other Pacific Islander

11. Is English your first language? ☐ Yes ☐ No

12. Military Service
   A. Are you a veteran? ☐ Yes ☐ No
   B. Are you a dependent of a veteran? ☐ Yes ☐ No

EDUCATIONAL PLANS

☐ I am applying for admission to the Master of Business Administration (MBA) program with a concentration in:
   ☐ General Management
   ☐ Organizational Behavior
   ☐ Finance
   ☐ Marketing

☐ I am applying for admission (Fall start only) to the MBA in Sustainable Business (Green MBA) with a concentration in:
   ☐ Renewable Energy
   ☐ Food Systems Management
   ☐ Green Development
   ☐ Green Information Technology

13. Please select format:
    ☐ Blended
    ☐ Saturday MBA cohort

14. I plan to start classes in:
    ☐ Fall ☐ Winter
    ☐ Spring ☐ Summer

15. I plan to attend:
    ☐ Full Time (9 or more credits per term)
    ☐ Part Time (5-8 credits per term)
Graduate Department of Business Studies
Application for Admission - Master of Business Administration (MBA)

NAMES OF PERSONS WRITING REFERENCES
Name: ____________________________________ Title/Position: ____________________________
Name: ____________________________________ Title/Position: ____________________________

ACADEMIC BACKGROUND
Please arrange for official transcripts from all colleges/universities you have attended to be sent directly to the Marylhurst Office of Admissions. If you earned credit or degrees from Marylhurst University, please list below but do not order transcripts. If you are an international student, see instructions for International Applicants.

<table>
<thead>
<tr>
<th>Colleges &amp; Universities Attended</th>
<th>City/State</th>
<th>Major</th>
<th>Degree &amp; Year</th>
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SIGNATURE OF APPLICANT
I certify that the information given by me is complete and accurate, and that I have omitted no substantive information. I recognize that the University reserves the right to verify any information provided here. I also understand that any intentional misrepresentation may be cause for refusing admission or, if discovered after admission, suspension from Marylhurst University and the revoking of any degree granted.

Signature ______________________ Date __________

OTHER INFORMATION
The following have no bearing on your application, but are asked for program planning and course scheduling.

How did you learn about the Marylhurst MBA program? _______________________________________

Have you previously applied to the Marylhurst MBA program? ☐ Yes ☐ No If yes, when? _____________
What other MBA programs did you consider? _________________________________________________

On a scale of 1-10 (1 being unfamiliar and 10 being familiar), how familiar are you with the following applications?
Word _______ Excel _______ PowerPoint _______

Will you receive tuition reimbursement from your employer? ☐ Yes ☐ No If yes, what percentage? __________

Employer’s Address ____________________________________________ Title ____________________________
Street Address ________________________________________________
City __________________ State __________ Zip Code ____________

Years in current position __________________

I plan to take _______ courses per term with _______% online, and complete the program within _______ years.
Measles Immunization Form
Undergraduate and Graduate Students

This documentation is required for entering full-time, on-campus students. For undergraduate students, full-time is 12 credits per term, and for graduate students, full-time is 9 credits per term. Please see the Marylhurst University Immunization Policy for further information about this policy. Dates of immunization accompanied by the student signature will be accepted as evidence.

Name: ______________________ ______________________ ______________________
   Last                First                Middle                Maiden Name

Address: ______________________ ______________________ ______________________
   Street                City                State                Zip Code

Phone: ______________________ □ Home □ Work □ Cell    Student ID or Social Security #

VACCINE HISTORY (check one only):

☐ I have had two doses of measles vaccine at least 30 days apart. The first dose was at or after the age of 12 months.

   First Dose Date _______________ Second Dose Date _______________

☐ I have had two doses of measles vaccine, but do not know the date of the first immunization. I had my second measles immunization on or after December 1989.

   Second Dose Date _______________

☐ I am exempt from the measles vaccination requirement because (check one):

   ☐ I was born before January 1, 1957.

   ☐ I plan to be part-time (less than 12 credits for undergraduate and less than 9 credits for graduate students), or to take online coursework.

   ☐ A measles (rubella) titer report is attached, indicating I am immune to measles.

   ☐ A signed physician statement is attached, indicating I had the measles (rubella) and the date of the infection.

   ☐ A signed physician statement is attached verifying I have a medical reason for not receiving the immunization.

   ☐ My religious beliefs prohibit my use of the immunization.

SIGNATURE REQUIREMENT

I certify that the above information is true and complete by the best of my knowledge

__________________________________________
Signature

__________________________________________
Date
Marylhurst University Immunization Policy

In order to comply with Oregon law regarding a second measles vaccination for college students, Marylhurst University has developed the following policy:

Every full-time, on-campus* student at Marylhurst University who was born on or after January 1, 1957, must provide the school with evidence of having received two doses of measles vaccine on or after his/her first birthday with a minimum of 30 days between doses. If month and year of first vaccine are not available, documentation of the second dose after December 1, 1989, must be provided. The dates must be accompanied by the student’s signature.

*Full-time students are defined as students taking 12 or more quarter credits at the undergraduate level or 9 or more quarter credits at the graduate level as defined by Federal Financial Aid regulations. On-campus students are those taking a minimum of 50% of these credits in an on-campus, face-to-face format. Full-time status is determined based on student-reported intentions at the time of application for admission. Non-degree seeking students are not eligible for financial aid and are not expected to take a full-time course load.

EXCEPTIONS TO THIS POLICY

1. Student provides documentation of adequate measles (rubella) titer.

2. Student provides documentation of having had the disease. This must be signed by a physician, nurse practitioner, physician assistant, or registered nurse working under the direction of an M.D. or D.O.

3. Student provides physician documentation of a medical condition which prevents individual from using vaccine.

4. Religious beliefs of student prohibit immunization.

This policy was created and put into effect beginning September 1, 2000. It was updated to provide an additional exception for part-time and online students on May 1, 2007. All students entering on or after this date who do not meet one of the above exceptions must provide evidence of immunization in order to be allowed to register for classes.

PROCEDURE

Marylhurst University will use the following procedure to assure compliance:

1. Each entering student will be required to present documentation of immunization or legitimate exemption to the Office of Admissions prior to registration. This documentation is to be signed by the student.

2. Students who are required to provide proof of vaccination against measles who do not submit a written documentation of immunization or documentation of exemption statement will be not be admitted to the University until they are in compliance.